



**56<sup>th</sup> Charter Day & *The After Party* Event**  
**Vendor Rules and Regulations Agreement**

1. Charter Day will take place on Thursday, March 7, 2024 from 9:00 a.m. to 3:30 p.m. at the UOG Center Courtyard. **On the same night, there will be *The After Party* event with the same layout at the same location from 6:30 p.m. to 10:30 p.m.** Vendors may decide if they would like to remain a vendor for the After Party event or for Charter Day only.
2. Filling out and submitting this agreement does NOT guarantee you a slot for the event. There is a limit of 12 food trucks and 46 booths. Confirmation will be based on a first-come, first-served basis based on submission of agreement forms, documents, and/or vendor fees. You will receive a confirmation email from SGA if you are a confirmed vendor within 3-5 business days of submission.
3. Vendor meeting will be held on Friday, February 23, 2024 at 4:00PM at the School of Business and Public Administration building in Room 129 (first floor).

**Registration**

4. For vendors to sell items, conduct games, or provide entertainment, they must register with the 62<sup>nd</sup> Student Government Association **no later than Friday, February 23, 2024.**
5. Each lot is 10' by 10' in size. Food truck lot is 20' x 20'. Lot locations are reserved on a first come first serve basis of lot fee payments and submission of vendor documents.
6. All storage of building materials, construction activity, and items to be sold must take place within the boundaries of the assigned lot.
7. The registration fee is as follows. CASH PAYMENTS ONLY. Fee is non-refundable:

**FOOD TRUCKS: \$115.00**

**ENTERTAINMENT/DEMONSTRATION: \$115.00**

**NON-FOOD POP-UP BUSINESSES: \$50.00**

Payment is DUE on Friday, February 23, 2024. Payment is made available to the SGA Office at the School of Education in Room 117. Please make arrangements prior to visiting the office with Treasurer Austin Fortuno at [sgatreasurer@triton.uog.edu](mailto:sgatreasurer@triton.uog.edu) or (671) 735-2222.



### Booth Set Up and Timeframe Policy

8. Vendors must set up their canopy (if needed) beginning on Wednesday, March 6, 2024 at 8:00 a.m. until Thursday, March 7, 2024 no later than 8:00 a.m. Vehicles must be off center court grounds by 7:00 a.m.
9. Canopies must be safely secured. **Hollow/cinder blocks and stakes in the ground are strictly prohibited.** Alternatives that have been effective in the past include: filled 5-gallon water bottles and covered 5-gallon sand/cement-filled buckets.
10. All vendors must include a “No Smoking” sign within their booth, visible to the public
11. Booths may close early, but vehicles will not be permitted on center court grounds until the end of Charter Day activities at 5:00pm.
12. Vendors who choose NOT TO STAY for *The After Party* must remove their canopy and booth from 3:30 p.m. – 4:00 p.m. on March 7, 2024. Vendors STAYING for *The After Party* must remove their canopy and booth no later than 11:00 p.m. on Thursday, March 7, 2024. Vendors STAYING for *The After Party* are allowed to leave their canopy and booth during the down period of 3:30 p.m. – 6:30 p.m. but are fully responsible for their belongings. SGA and UOG will NOT be liable for any lost or damages.
13. Each lot will be assigned by a number by the 62<sup>nd</sup> Student Government Association. Each lot is in 10’ by 10’ in size for booths and 20’ x 20’ for food trucks. **Penalties will be charged at \$50 for violating the size and area for each lot.**



**Required Permits**

25. Vendors are required to obtain ALL necessary permits with the Department of Public Health and Social Services (DPHSS) and the Guam Fire Department (GFD) prior to the event. Vendors will not be able to operate without the necessary permits (i.e.: business license, peddling license, health certificates, sanitary permits). DPHSS and GFD will be on site. **Vendors must provide a copy of the permits to the 62<sup>nd</sup> Student Government Association no later than 4:00pm on Friday, February 23, 2024.**

Permits Needed	Food	Non-Food	Information
Peddler/Mobile Business License	X	X	
Sanitary Permit	X		
Health Certificate	X		
Fire Permit	X	X	X

\*Permits must be obtained specifically for Charter Day  
\*Health Certificates must be for each person serving food

26. Food and non-food vendors are required to have a valid temporary business license, mobile business, or peddlers permit from Guam Revenue and Taxation. If the vendor has a mobile business permit, the mobile vehicle must be present and in use.

27. Vendors cooking with low pressure gas are required to have an LP gas inspection certificate.

28. As per the requirement of DPHSS, **all vendors selling food must provide a pallet or any substitute permitted by DPHSS**, which shall be used as flooring for their canopy; the disposal of such flooring is the responsibility of the vendor, as it is not included in the trash fees.



29. The food service area must have overhead protection such as a canopy, tent, etc.
30. The facility must have sufficient equipment to maintain food temperatures: cold foods  $\leq 45^{\circ}\text{F}$ , hot foods  $\geq 140^{\circ}\text{F}$ , frozen foods  $\leq 0^{\circ}\text{F}$ .
31. A hand-washing sink must be available on site. Hand sanitizing solution cannot be used as a substitute for hand-washing.
32. **All storage and preparation of foods, with an exception of the BBQ area, must be conducted in an area with overhead protection.**
33. Ice used to cool food containers cannot be served to customers.
34. DPHSS may apply further requirements to the operation of a temporary food service establishment to ensure the protection of the public.
35. Vendors are required to provide a fire extinguisher for their lot.
36. Vendors cooking with deep fat fryers, solid fuels (i.e. wood or charcoal) or any other method that produces grease laden vapors are required to have an additional class K type extinguisher within 30ft of cooking operations.
37. Combustible materials shall not be stored within the booth area and must be removed daily.
38. Cooking shall not be allowed within 20ft of any combustible structure, open canopy or vehicles.
39. Surge protectors shall not be connected down circuit (female end) of an extension cord.
40. GFD will be inspecting all grounds 1 hour prior to the event.



### Vendor Operating Policy

41. The University of Guam, as a whole, is not responsible for the loss or damage to personal items and/or items related to concession activities.
42. All vendors must ensure they take full responsibility for removing and disposing of their own trash at the end of Charter Day and/or *The After Party*. Noncompliance will result in a penalty fee ranging from \$100-\$500 to be collected by SGA.
43. A replacement fee will be charged for any UOG property damage caused by recklessness on campus, which includes, but is not limited to: damages to electrical spider boxes laid out for Charter Day, landscaping, trees, benches, and/or water spouts.
44. Vendors must maintain cleanliness in and around booth at all times. Dispose of waste in the appropriate trash and recycling bins provided by the University.
45. Do not overload outlets within the area in order to prevent any power fluctuations. Each vendor may use no more than two sockets in their appropriate area's power box.
46. The University of Guam has established a strict policy prohibiting the use of Styrofoam products. All student organizations, non-profit organizations, and concession vendors must ensure that all paper products are made of recyclable material and/or must be recyclable. Sign up with Phillip Cruz at (671) 735-2918 for a recyclable program. **No Styrofoam or non-recyclable plastic materials of any form will be permitted during Charter Day.**
47. The University of Guam is a tobacco-free institution. **Smoking and/or chewing tobacco products are prohibited everywhere on campus;** this also pertains to any form of vaping.
48. **Alcoholic beverages cannot be sold on campus.**
49. **Violation of any of these rules shall be grounds for a vendor's removal from the Charter Day site and forfeiture of any fees.** The 62<sup>nd</sup> Student Government Association will terminate activities and Campus Security or the Guam Police Department may be called to enforce this policy.



**UNIVERSITY OF GUAM**  
UNIBETSEDÁT GUAHAN



**61<sup>st</sup> Student Government Association**  
*Enrollment Management and Student Success*

By signing below, I acknowledge that I have fully read and understood the rules and regulations of the University of Guam's Charter Day and *The After Party* 2024.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Vendor Representative Print/Signature Date



**Information and Agreement Form**

**FOR SGA USE ONLY:**

Date: _____	LOT NUMBER: _____
Initials: _____ (FINANCE COMMITTEE)	Payment Type: _____ Cash
_____ (EXECUTIVE OR SENATOR)	TOTAL Amount: \$ _____

Company Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Contact Information: Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I acknowledge that the above information is correct and valid.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Type of Vendor:**

- |  |  |
|--|--|
| <input type="checkbox"/> Food and Drinks                 | <input type="checkbox"/> Information Booth           |
| <input type="checkbox"/> Sale of Items (non-perishable). | <input type="checkbox"/> Entertainment/Demonstration |
| <input type="checkbox"/> Games                           | <input type="checkbox"/> Hut Display                 |

Items to be sold/ Topic of Information material/ Performance Type/ Game Type:

Utilities Needed:

- Water
- Electricity
- Other (please specify)

# Zero Waste Agreement Charter Day 2024



Provided by  
**UNIVERSITY OF GUAM**  
CENTER FOR ISLAND SUSTAINABILITY

Håfa Adai Vendor!

As the University strives to support sustainability, we're seeking applications from vendors who are willing to support our zero waste goal. The goal is to have vendors only distribute materials that are either locally accepted for recycling or compostable. Unfortunately, most plastic is not widely accepted for recycling and are not allowed at Charter Day. Instead, we require the use of compostable or locally recyclable materials only. Below is a guideline of permitted materials.

Type of Service Ware	 <u>PERMITTED</u>
Plates, cups, lids, and bowls	Compostable containers made of paper or polylactic acid, sometimes referred to as plastic #7 PLA (not to be confused with plastic #7 Other).
Forks, spoons, knives, straws	Compostable (plant-based or PLA) cutlery
Other eating utensils	Wooden chopsticks, skewer sticks, or toothpicks
Napkins	Paper napkins and paper towels
Bags and boxes	Paper bags
Food wrap	Paper, paperboard, compostable wrap
Beverages	Aluminum cans (preferred item) and glass bottles

**\*Note: Vendors will be instructed to remove any non-recyclable or non-compostable items. Noncompliance will result in a penalty fee ranging from \$100-\$500 to be collected by SGA.**

Volunteers will be on-site to facilitate sorting, thus all compostable and recyclable materials will be disposed of accordingly. Although vendors must dispose of their trash off campus, at the end of the event, we can accept recyclable materials (i.e. metal cans, aluminum trays/foil, and glass) and compostable items (i.e. fruit/vegetable scraps, etc.) if they are separated from other waste.

If you have any questions about our zero waste goal, please contact our Zero Waste Coordinator, Phil Cruz, at 671-688-4732 or [philcruz@uog.edu](mailto:philcruz@uog.edu).

**As a vendor participating at the 2024 UOG Charter Day, I agree to comply with the zero waste guidelines as outlined above. I also agree to dispose of my own waste off campus unless it is recyclable or compostable and separated from other waste.**

Business/Vendor Name: \_\_\_\_\_

Representative Name & Title: \_\_\_\_\_  
(print name & title)

Vendor Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/24